

	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date: 9/30/2016
	Section 9: Adding and Managing Placements	Version: 1

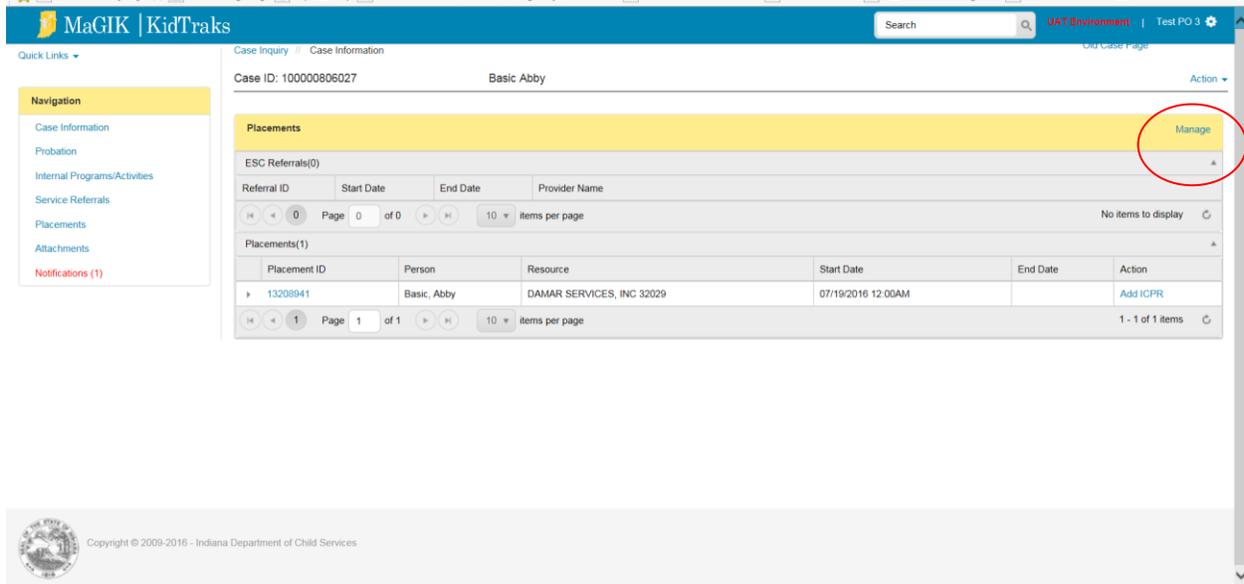
GUIDANCE

Adding and Managing Placements

After entering the initial placement and completing the placement wizard, placement history is maintained and managed under the placements page. The “Placements” section of the application is designed so that when the next action is taken – add new placement, add trial home visit or add runaway - the previous placement is end dated. This prevents major gaps or overlaps in placements. The final placement/trial home visit/runaway is end dated based upon the “Actual End Date” entered when the placement case is finally closed.

Now that the initial placement is displayed, the ability to add a placement, add a Trial Home Visit (THV) or add a Runaway are now enabled. The ability to “Edit Placements” is now also available.

On the right side, navigate to “Placements”. Then to the “Manage” link on the right side.



The screenshot shows the MaGIK | KidTraks interface. On the left is a navigation menu with 'Placements' highlighted. The main area shows 'Case Information' for 'Basic Abby' (Case ID: 10000806027). Below this is a 'Placements' section with a 'Manage' link circled in red. A table displays one placement record:

Placement ID	Person	Resource	Start Date	End Date	Action
13208941	Basic, Abby	DAMAR SERVICES, INC 32029	07/19/2016 12:00AM		Add ICPR

At the bottom of the page, there is a footer with the text: Copyright © 2009-2016 - Indiana Department of Child Services.

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Manage Placements

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

* Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order? No Yes

ESC Referrals

Referral ID	Start Date	End Date	Provider Name	Print
Page 0 of 0 10 items per page No items to display				

Placements Action ▾

Placement ID	Person	Resource	Relationship	Start Date	End Date	Delete
13208941	Basic, Abby	DAMAR SERVICES, INC 32029		07/19/2016 12:00:00 AM		

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Save Close

Additional placements may be added by clicking on the Action Link and choosing “Add Placement”.

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Referral ID	Start Date	End Date	Provider Name	Print
Page 0 of 0 10 items per page No items to display				

Placements Action ▾

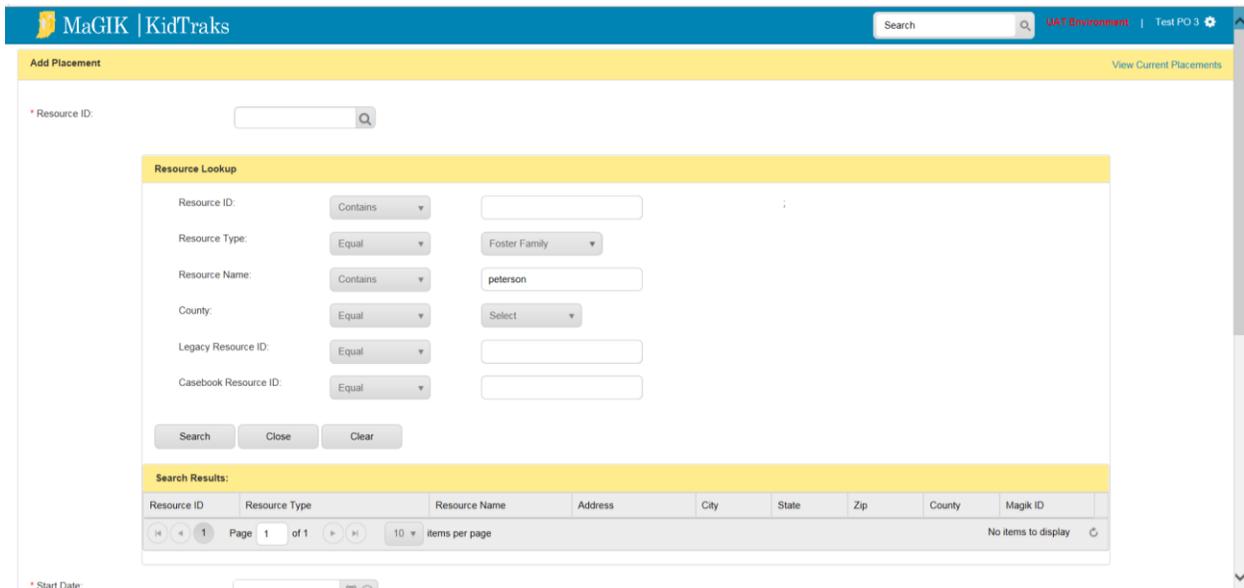
Placement ID	Person	Resource	Relationship	Start Date	End Date	Delete
13208941	Basic, Abby	DAMAR SERVICES, INC 32029		07/19/2016 12:00:00 AM		

Page 1 of 1 10 items per page 1 - 1 of 1 items

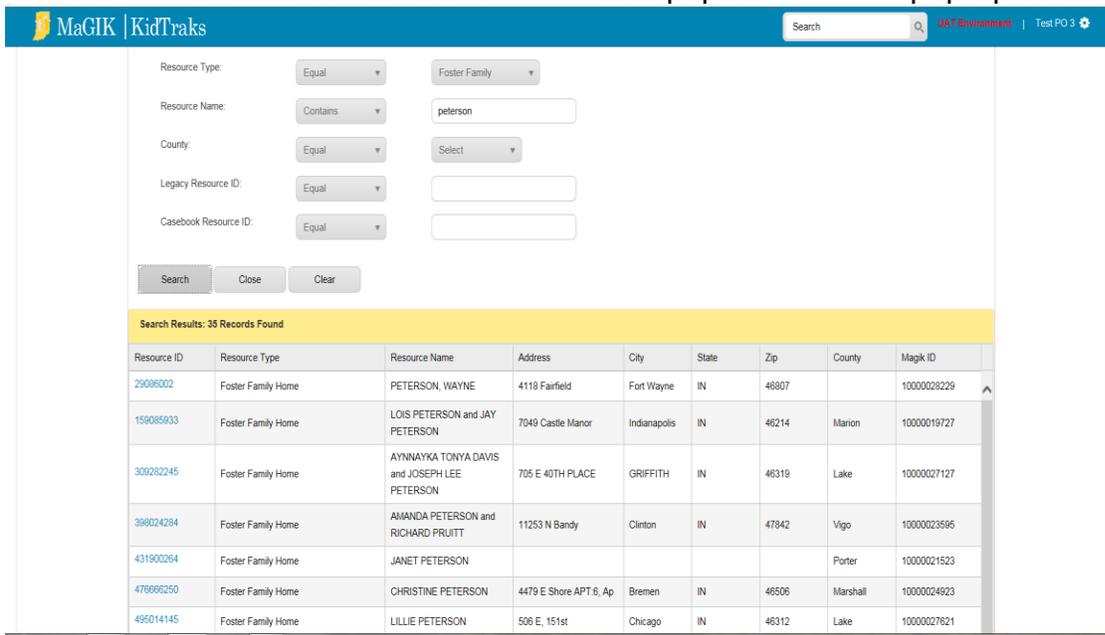
Save Close

https://magikuat.dcs.in.gov/Financials/Case_Mgmt/Placements/AddPlacement?Person_ID=2158130884&Service_Code=FOSTER&Case_ID=10...

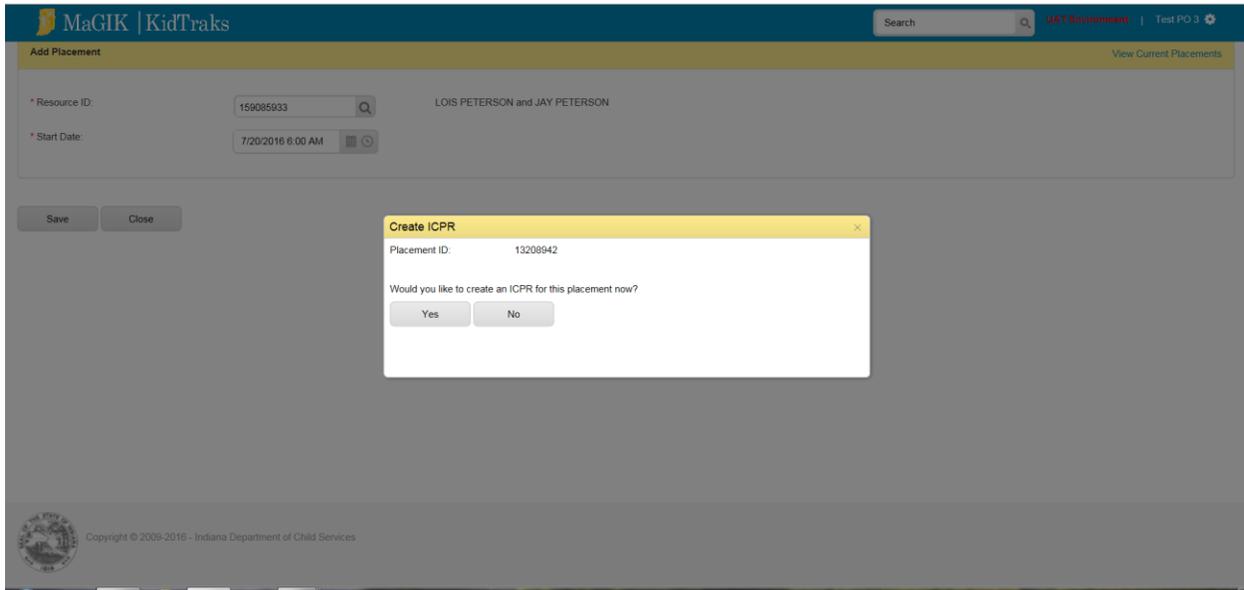
Clicking on the magnifying glass next to the Resource ID field, enables the fuller search screen within KidTraks so that one can search by type of resource, resource name, legacy resource ID and MaGIK resource ID. It is recommended that only a couple of search fields be used to locate the desired resource.



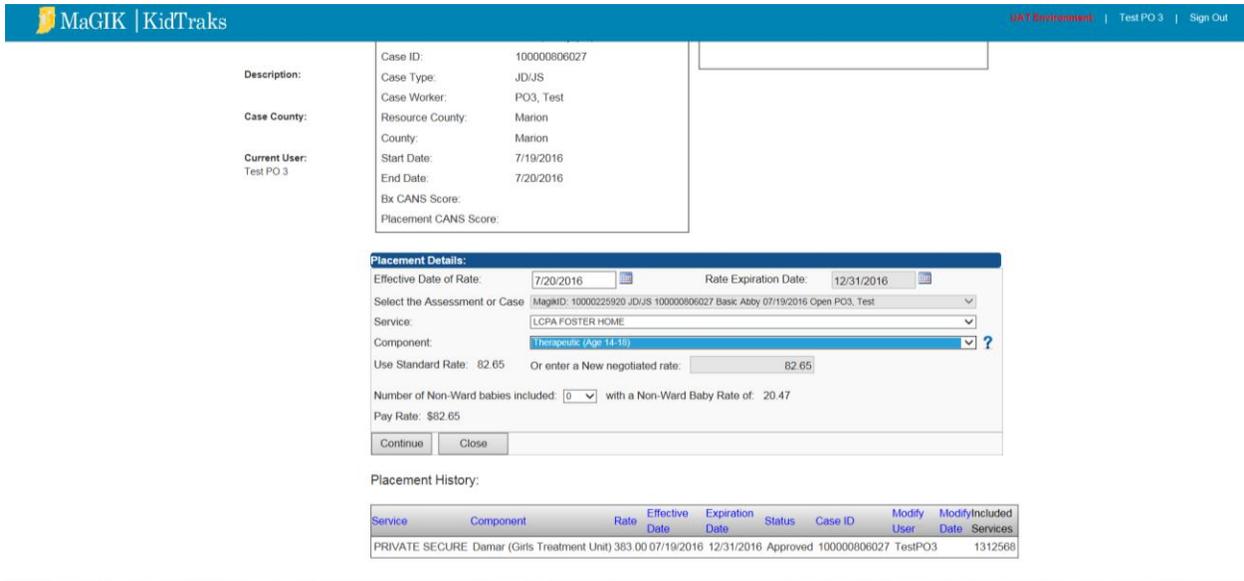
Once the results are returned, click the Resource ID in the first column of the desired resource. The resource name and ID will auto populate into the pop-up screen.



Select the begin date for this placement using the calendar and select the time that the child arrived at this placement using the clock and then click "Save". A pop-up box will appear to allow you to create the ICPR now.



If you choose “yes”, you will be directed to the screen to create the ICPR. If you choose “no”, you will be directed back to the placement screen and can add the ICPR at a later time.



You will then be re-directed back to the Placement page where the new placement will have been added.

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ESC Referrals

Referral ID	Start Date	End Date	Provider Name	Print
No items to display				

Placements

Placement ID	Person	Resource	Relationship	Start Date	End Date	Action
13208942	Basic, Abby	LOIS PETERSON and JAY PETERSON		07/20/2016 6:00:00 AM		
13208941	Basic, Abby	DAMPAR SERVICES, INC		07/18/2016 12:00:00 AM	07/20/2016 6:00:00 AM	

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Save Close